



Advanced Features Quick Start Guide

This Advanced Features Quick Start Guide explains how to use the Profile Pages, Message Boards, Chat Rooms, and Blog features of the Gaggle email service. To use some of these features, your access level must be set to at least School Teacher and in some instances it must be School Administrator or higher.

Using Profile Pages

Profile Pages can be used as an “instant homepage” for teachers and students. Teacher Profile Pages can be set to be accessed by parents and the public as a quick link to teacher contact information, public Digital Locker documents, the teacher’s blog, and links to recommended websites. Student Profile Pages can be set to be accessed within the school or district, and are a fun and safe way for students to express themselves.

To edit Profile Pages:

1. Choose *Profile Pages* from the Jump To menu.
2. Click on *My Personal Profile* to display your Profile Page.
3. Click on *Edit My Profile* in the upper right corner.
4. Fill in your information, add a picture, web links, and other items.
5. Click the **Save** button at the bottom of the page.

To view Profile Pages:

1. Choose *Profile Pages* from the Jump To menu.
2. Click on *My School's Profile*.
3. Use the Staff or Student drop down menu to select the profile you wish to view.

To share your Profile Page with parents or others outside of Gaggle:

1. Go to your Profile Page.
2. Copy the URL from your browser’s toolbar.
3. Paste the URL into an email or document to share with parents.

Using Digital Lockers

The Digital Locker provides online file storage that can be accessed from home or school. Teachers can store files to be accessed by students or parents, and students can work on projects at home or collaborate with others.

Uploading and Downloading Files:

1. Choose *Digital Locker* from your Jump To menu.
2. Click the **Browse** button to bring up a window for locating the desired file.
3. Choose the File Access Level for whom you wish to be able to access the file.
4. Click the **Upload File** button.
5. To download files from a Digital Locker, simply click on the file name.

Viewing and Uploading to Student Lockers:

1. Click the **Directory** button at the top of your Gaggle screen.
2. Locate the user whose Locker you wish to access.
3. Click on the *Locker* link to the right of the user’s name. If your access level is higher than the user, you will see all their files. If your access level is the same or lower than the user, you will see only files they have marked as Public. Choose the file you wish to download. If you are student’s administrator, you can also upload a file to their locker.

Using Message Boards

Messages boards are an educational tool that can be used for class discussions, test review, homework help, and other projects. Users with an access level of School Teacher or higher can create and manage boards.

To create a Message Board:

1. On your Student or School Admin menu, click on *Edit Message Boards*.
2. Enter a name for the message board, then click **Create Board**.
3. On the Message Board Setup Page that appears, select the Board Owner, and specify the Allowed Users using the drop down menu.
4. Check the box Apply District Wide if you want this board to appear in the District category and be accessible to all schools in the district. Check the Read Only box if users are allowed only to read this board and not make any posts.
5. Click **Update**. If you chose Specified Users in the Allowed Users box, a list of all users in the school will be displayed for you to choose from.

Board Name	Posts	Last Post	Last Poster	Owner	Access
<input type="checkbox"/> Social Studies	0			bteacher@gaggle.net	All
<input type="checkbox"/> Period 2 Homework	0			bteacher@gaggle.net	All

Reading and Posting to Message Boards:

1. On your Jump To menu, click on *Message Boards*.
2. Choose a category, such as *Your School's Message Boards*.
3. Click on a message board name.
4. Click on *Create a New Message Topic* to start a new thread.
5. Click on a topic line to read the post. This screen will display the post and all the threaded replies to this post.
6. Clicking on the *Reply to Msg* link will bring up the reply form.

Topic	Poster	Date
<input type="checkbox"/> Re: test.links	ntetson@gaggle.net	Apr 8, 2006
<input type="checkbox"/> test.links	ntetson@gaggle.net	Apr 8, 2006
<input type="checkbox"/> test	ntetson@gaggle.net	Mar 28, 2006

Using Chat Rooms

Chat Rooms provide an opportunity for real time communication between users, and can be used for cross-classroom discussions, test review, homework help, and other projects. Users with an access level of School Teacher and above can create Chat Rooms.

Creating Chat Rooms:

1. On your Student or School Admin menu, click on *Edit Chat Rooms*.
2. Enter a name for the chat room, then click **Create Chat Room**.
3. On the Chat Room Setup Page that appears, select the Room Owner, and specify the Allowed Users using the drop down menu.
4. Check the box Apply District Wide if you want this Chat Room to appear in the District category and be accessible to all schools in the district.
5. Click **Update**.

Starting Chat:

1. On your Jump To menu, click on *Chat Rooms*.
2. Choose a category, such as *Your School's Chat Rooms*.
3. Click on a Chat Room name.
4. The Chat screen will load (your computer must have Java installed). The large box will display the chat dialogue as it is entered by the users in the room. The box on the right displays all users currently logged into the room.
5. Type your comments in the Chat Here box at the bottom of the screen and click **Send**.
6. The **Block**, **Warn**, and **Alert** buttons are available to all users. Highlight the name of the offending user, then click Block to keep from seeing any of their chat, Warn to send them an anonymous warning, or Alert to send a message with the offending chat to the user's administrator and the room owner. The **Kick Off** button is only available to School Teachers and above, and will kick the offending user out of the chat room, automatically turning off their chat room privileges.

Using Blogs

Gaggle Blogs are a safe venue for personal expression, and can be used for many instructional purposes. Teachers can also use their blog as an online newsletter or assignment page. Users' ability to view and create a blog can be set by the teacher or school.

Creating Your Blog:

1. On your Jump To menu, click on *My Blog*.
2. You will see a message that you must first name your blog by clicking on the link in the message.
3. On your Blog Setup page, type the name of your blog in the first box.
4. Retype your blog name in the Blog URL ID box.
5. Choose your blog color scheme from the drop down menu.
6. Click **Update**. Your blog entry screen will then open.

User	Bob Teacher		
Blog Name	Mr. B's Blog		
Blog URL ID	MrBsBlog		http://www.gaggle.net/blogs/your-url-id
Color Scheme	Blue & Gold		Preview Color Schemes
View Blog	Click Here		

Adding Blog Entries:

1. On your Jump To menu, click on *My Blog* to bring up your main blog screen.
2. Click *Create New Blog Entry*.
3. Type your text in the text box.
4. Customize your entry using the HTML text toolbar.
5. Add images from your Digital Locker by clicking on the Add Image icon.
6. Once you have completed your entry, click the **Submit Blog Entry** Button below the entry box.



Viewing Blogs:

1. Click the **Directory** button at the top of your Gaggle screen.
2. If a user has created a blog, the *Blog* link to the right of their name will be bold.
3. Click on their *Blog* link and their blog will open in a new window.

